



Richmond City Health District is dedicated to the goal of building a culturally diverse workplace committed to improving the health of multicultural and underserved communities. Students of color, students from underserved communities, women, LGBTQ students, and students with disabilities are strongly encouraged to apply.

Internships are unpaid and we expect a minimum of 100 hour commitment. If you are interested in becoming involved with RCHD with more flexibility, consider volunteering with Medical Reserve Corps. More information on volunteer opportunities can be found at <http://www.vdh.virginia.gov/richmond-city/emergency-preparedness/>.

To apply for an internship at RCHD, please indicate which internship you are interested in and send the following items to RCHDInternship@vdh.virginia.gov.

- Resume
- Cover letter
- Course requirements

Some internships may require additional documents or qualifications; please see the descriptions below for more information.

Adolescent Health

The Adolescent Health Program offers school and community based education services designed to reduce risky behaviors and develop life-skills that will motivate young people and encourage healthy lifestyle choices. We partner with Richmond Public Schools and various other community stakeholders to present a vast amount of topics; including but not limited to: abstinence, sexually transmitted diseases, tobacco cessation, nutrition, and stress management. A successful candidate is:

- Interested in youth or their issues
- **Flexible**
- Comfortable working with adolescents within a public school setting
- Comfortable using proper anatomical terminology
- Proficient public speaking (to youth)
- Access to reliable transportation

Clinical Interns

Purpose: To gain exposure and identify the health needs of women who are of child bearing age. This includes pregnancy testing, pregnancy options, prenatal care, breastfeeding, domestic violence, birth control, safe sleep, Zika testing, STI/ HIV and many other topics. To assess personal learning needs of this population and prepare an educational project via brochure, poster or 1:1 teaching.

Reports to: Nursing Supervisor with some responsibility to both the Senior Family Planning and Senior Maternity Nurse

Hours: Must be available during the specific patient care hours of Maternity and/or Family Planning Monday through Thursday. Patient care time slots are 4 hours each. Total hours dependent upon course requirements.

Requirements:

- Current enrollment in a health related major
- Documentation of vaccines/immunizations
- Approval by course instructor
- Bilingual skills are preferred but not required.

Dress code: Casual business attire with lab coat (provided) or scrubs. Closed-toe shoes.

Creighton Court Family Transition Coach Program

The Richmond City Health District employs two Social Workers “Family Transition Coaches” at the Creighton Court public housing community for the purpose of supporting residents’ transition into other housing opportunities, including mixed income rentals and home ownership. First year MSW interns would support this work by managing a small caseload: completing psychosocial assessments and interviews, developing quarterly household service plans, and helping residents achieve their goals through direct service and referral. Interns would also participate in community events and agency

partner meetings to deepen their understanding of Richmond's East End Transformation and other wealth-building endeavors. Successful interns will have cultural competence around the needs of residents in public housing, and be quick-thinking, good-humored, and hard working.

Immunization Program Intern

Interns (Masters Level students preferred, though undergraduate students will be considered on a case by case basis) needed to assist with a variety of immunization initiatives taking place at the Richmond City Health District. Initiatives include the annual CoCASA survey (more details can be found at: <http://www.vdh.virginia.gov/immunization/datamanagement/assesinfo/>), The Level Up Challenge (a collaborative effort between RCHD and Richmond Public Schools to immunize 5th graders with the TDaP booster, which is required for 6th grade entry), Influenza Vaccine Campaign (working with RCHD and RPS to create and implement novel ways to immunize RPS children with the flu vaccine), and the HPV Vaccine Campaign (creating and implementing strategies to increase HPV vaccine rates among Richmond preteen, teen, and young adult residents).

All interested interns should have the capability to perform literature reviews to guide them in developing best practices for immunization programs. Interns should also have an understanding of how to perform basic statistical analysis (completion of an undergraduate statistics course is acceptable). Interns should have at least a basic understanding of the social determinants of health that present challenges to many Richmond parents when attempting to have their children vaccinated. This internship experience will allow interns to create a deliverable (i.e., a final presentation, report, logic model, etc.).

Long Acting Reversible Contraceptives Initiative Intern

The Richmond City Health District is looking for interns to help us educate patients about all of their birth control options. We've recently launched a communications campaign in our weekly family planning clinics, and we need your help to make it a success.

In this role, you would interact with clients in our clinic waiting room—helping them play a game that gives them more information about various birth control methods, providing resources, and answering questions. You would be a vital part of ensuring our patients have the information they need to make an informed choice, and go into their appointment with a better idea of what methods might be a good fit for them.

Prior knowledge of birth control methods is not required – we'll teach you everything you need to know – but an interest in reproductive health is a plus. Depending on the interns interests and abilities, there may also be an opportunity to assist in data collection and analysis for the project.

Bilingual (English-Spanish) interns are strongly preferred, as many of our clinic clients are Spanish-speaking.

Students **MUST** be available **Mondays from 1 pm to 5 pm** and **Thursdays from 8:30 am to 12:30 pm**. These are the days the student will be in clinic. If they are unable to make these days/times, it is unlikely they will be able to accumulate the needed hours during the semester.

Resource Center Intern

Perform duties that are varied and diverse, but requires some knowledge of office skills. Clerical duties may be assigned in accordance with the individual you are assigned to work with, which may include a combination of answering telephones, typing, filing, assist with creating power point presentation, and operating office machine. This work also includes assisting with educational classes, children's groups, and performing community outreach.

Job responsibilities:

- Ability to be flexible (may require being at a different site locations)
- Ability to operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and computers.
- Outreach
 - Assist with events, health fairs, etc.
 - Attend Community/Association meeting with Supervisor
 - Distribute flyers door to door

Specific tasks for you to complete, include, but are not limited to:

- Attend community events as noted on google calendar (carpool or arrive at location 15 minutes prior to event starting)
- Assist with creating new patient packet and charts for all Resource Centers
- Join Community Health Worker for outreach
- Update Comprehensive Resource Guide
- Re-label Resource Center (RC) flyers/business cards with updates at each site (remove Tue MRC clinic, correct BRC times)
- Create condom packets (receive instructions from RN or CA on how to create packets)
- Finish chapstick labels and distribute to centers
- Updating the blue outreach board
- Creating an interactive health promotion game for teens for outreach events

Resource Mothers Program Intern

Accept interns from: Community Health and Department of Social Work (juniors and seniors)

Description of Internship Duties:

- Complete RCHD orientation to learn services available to program participants (and Richmond customers)
- Complete orientation with "Partners for a Healthy Baby" (Resource Mothers Curriculum)
- Complete trainings as assigned on pregnancy, parenting and infant development and TRAIN
- Shadow each Resource Mother on Enrollments, Home and Doctor visits as part of Orientation
- Work with assigned teens to provide 1:1 education four times (2 face to face mandatory) per month utilizing the RM curriculum (1 – 3)
- Link teens with and provide transportation (as available) to prenatal and community services appointments

- Assist teens in goal setting and making positive lifestyle changes
- Provide opportunities for teens to learn and practice problem-solving skills
- Enters participants' information into program data base accurately and timely and maintain hard files
- Prepares one marketing tool for Resource Mothers Program promotion
- Represent Program in at least one community event

Safe Routes to School and Chronic Disease Prevention Intern

Intern(s) needed at the Richmond City Health District to support evaluation of Safe Routes to School program in seven Richmond elementary schools. Duties include collecting data by conducting surveys and counts of students biking or walking to school, compiling data in spreadsheets, cleaning data and conducting basic analysis. Qualities appreciated include attention to detail, strong collaborative skills, enthusiasm for chronic disease prevention through promoting increased physical activity, knowledge of the social determinants of health and a willingness to engage with community members. Interns may also assist with other research and analysis tasks related to projects covering similar themes.

Senior Management Intern

Master's level students may qualify for an internship with our Senior Management team. Examples of past and current projects include:

- Developing an immunization program
- Developing recommendations to improve clinical flow and wait times in the STI clinic
- Cost analysis
- Public health department accreditation
- Developing a navigator position

The Senior Management Internship requires motivation and a high level of independence. In addition to your resume and application, please provide a 500 word maximum proposal on a project you would like to complete with us. Proposals exhibiting measurable goals, creative thinking, and a specific work plan are preferred.

Statistics Intern for the Chronic Disease Prevention Team

The Chronic Disease Department is seeking an intern with a strong skill set in statistics or epidemiology to assist with multiple chronic disease prevention projects addressing food access, physical activity, school health, and more. The desired intern has a skill set in collecting and compiling data in spreadsheets, basic data analysis, interpreting, and presenting data. The intern will have the unique opportunity to collaborate with many Chronic Disease Prevention Program Managers within RCHD as well as external community partners. Hours and dates of internship can be flexible depending on the intern's needs.

Qualifications

- Ability perform statistical analyses on multiple data sets
- Proficiency with numerical analysis software and/or Microsoft Excel
- Comfortable working with large data sets and able to organize data

- Critical thinking
- Research analysis
- Ability to manage multiple projects at once and work independently

Potential projects

- Assist in creating evaluation tools including surveys, interviews, and focus group guides
- Assist with data collection and entry
- Analyze data sets to evaluate the effectiveness of chronic disease prevention programs and projects
- Make recommendations for program development based off of data analysis and evaluation

Volunteer Management Intern

REPORTS TO: Medical Reserve Corps & Clinical Linkages Coordinator

WORK HOURS: Flexible hours between Monday – Friday, some evening and weekend hours

LENGTH OF TIME: Flexible Internships in the Spring, Summer, or Fall

JOB DESCRIPTION: The Richmond City Medical Reserve Corps is one of over 400 units that are part of the national Medical Reserve Corps program under the direction of the Office of Emergency Management. MRC units are community based and function as a way to locally organize and utilize volunteers who want to help supplement existing emergency and public health resources in their community. The Richmond City MRC is housed within the Richmond City Health District.

The purpose of the Richmond MRC unit is to:

- Create a framework to match volunteers' skills with the community's needs.
- Expand the capacity to respond to local health needs and emergencies in the City of Richmond, VA.
- Create a pre-identified and credentialed team that is trained and ready to be activated during emergencies.
- Draw health professionals and community members into local service.

RCMRC is seeking an energetic, highly-motivated individual to join our team as a Volunteer Management Intern. The intern will provide administrative and staff support while gaining a deeper knowledge of volunteer management and public health operations. This is an unpaid, part-time position for registered college/university students.

INTERN RESPONSIBILITIES INCLUDE:

- Assist in building and maintaining community relationships
- Assist with scheduling and coordinating public health outreach events
- Represent RCHD at community events by providing public health information to community members
- Create and maintain social media plan
- Assist with creating and conducting orientations and trainings for volunteers
- Assist with emergency preparedness activities and exercises
- Work collaboratively with program staff to assist volunteer projects
- Provide general administrative support to the MRC and Clinical Linkages Coordinator

- Answer volunteer inquiries
- Maintain the volunteer database

QUALIFICATIONS:

- Must be a current student
- Must have transportation and use it on occasion for work duties
- Volunteer Management or Volunteer experience considered a plus
- Outgoing demeanor, with the ability to motivate others
- Demonstrated leadership abilities and strategic thinking
- Ability to work independently and in a group setting
- Highly organized and self-motivated
- Able to multi-task and respond to deadlines
- Excellent written and oral communication skills

WIC Intern

WIC is a Nutrition Education Program which provides a supplemental benefit for low-income women, infants and children (WIC). Participants of this program receive a variety of nutrition education, health care/ community referrals, as well as a monthly healthy supplemental food benefit. The benefit is provided to those financially eligible who are: pregnant, breastfeeding, non-breastfeeding postpartum women, and to infants & children up to age five with a nutritional risk.

Seeking:

The WIC program is seeking 2 interns who are comfortable interacting with community members of all ages and backgrounds. Interns must be comfortable performing financial eligibility screening of applicants in person, answering and returning phone calls, working with computerized WIC client records, scheduling WIC appointments and instructing clients about program guidelines. S/He must be able to interpret, document, calculate and compile routine data.

Prior knowledge of WIC guidelines is not required- *we'll teach you everything you need to know*- however an interest/knowledge of the WIC program/eligibility is a plus.

Bilingual (English/Spanish) interns are strongly preferred, as many of our participants are Spanish speaking- however this is not a requirement.

Interns must be available to work Monday- Friday between the hours of 8:00 AM – 5:00 PM; with a minimum of 20 hours/week & maximum of 40 hours/week for **6 months**.